

**CENTRAL BOARD OF SECONDARY EDUCATION**  
SHIKSHA KENDRA, 2, COMMUNITY CENTRE,  
PREET VIHAR, DELHI – 110301

**TENDER NOTICE**

The Central Board of Secondary Education (CBSE) is one of the premier national public examinations Board for the conduct of Class X & XII examination. The Board, a registered society and an autonomous organization under Ministry of Human Resource Development, Government of India has mandate for conduct of public examination at Secondary and Senior Secondary level for its affiliated schools in India and abroad. The main objectives are to serve the educational institutions more effectively and to be responsive to the educational needs of the students. There are more than 17,000 schools including 200 schools in twenty one countries outside India affiliated to the Board. These include Kendriya Vidyalayas, Government Schools, Jawahar Navodaya Vidyalaya, Central Tibetan Schools and Private Independent Schools.

**Sealed Tenders are invited in two bids, Technical and Financial- on behalf of Secretary, CBSE from reputed original equipment manufacturers and authorized dealers/supplier of Paper/OMR Counting Machine of Good quality/brand as per details below: -**

S. No.	Name of the Item	No. of Machine	Specification	E.M.D. (Rs.)
01	Paper/OMR Counting Machine	03	As per Annexure-IV	Rs.2,25,000.00

The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another big envelope duly sealed and in bold superscribed “**Tender for the Supply of Paper/OMR Counting Machine**” and addressed to the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301. The Tender Form can be purchased from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110301 between 10.00 A.M. to 1.00 P.M. on any working day from **22-03-2016 to 05-04-2016** on payment of Rs. 1000/- in cash (non-refundable) or can also be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD in the form of Bank Draft or Bank Guarantee in favour of the Secretary, CBSE, Preet Vihar, Delhi from any of the scheduled Commercial Banks may be dropped in the Tender Box kept on the ground floor of the CBSE Building **upto 2.30 pm on or before 05-04-2016.**

Tenders received after expiry of date, time and those without EMD shall be summarily rejected. Technical bids will be opened on the same date at 3.00 pm in the presence of the Tenderers or their authorised representatives, who may like to be present.

The Chairman, CBSE reserves the right to accept or reject any or all the tenders without assigning any reason. Canvassing in any form is strictly prohibited and may lead to summary rejection of the tender.

  
Joint Secretary (A&L)

# TENDER DOCUMENT

Sr. No.	Tender No. / Brief Description of the products	Contact Person
01	Paper/OMR Counting Machine	<p>_____</p> <p><b>Tel.: 011-22500143</b></p> <p><b>Address:- Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre Preet Vihar, Delhi-110301</b></p>

## IMPORTANT DATE & TIME

Date of availability of Tender documents at	<ol style="list-style-type: none"> <li>Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110301 between 10.00 A.M. to 1.00 P.M. on any working day <b>from 22-03-2016 to 05-04-2016</b> on payment of Rs. 1000/- in cash (non-refundable)</li> <li>Can also be downloaded from CBSE website <a href="http://www.cbse.nic.in">www.cbse.nic.in</a> or CPP Portal for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or Cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission.</li> </ol>
Last date of collection of Tender documents	<b>05-04-2016 up to 2.30 pm</b>
Date of opening of Technical Bid	<b>05-04-2016 at 3.00 pm</b>
EMD Amount to be submitted	<b>Rs.2,25,000/-</b>
Item stated in requirement schedule	

## **CONTENT**

<b>Annexure</b>	<b>Description of Section</b>
I	Instructions to bidders
II	Terms & Conditions of the tender
III	Eligibility Criteria
IV	Requirement Schedule & Specifications
V	Tender form (Technical Bid)
VI	Tender form (Financial Bid)

## **CENTRAL BOARD OF SECONDARY EDUCATION**

### **INSTRUCTIONS TO BIDDERS**

1. The Technical and Financial Bids be kept in two separate envelopes and both envelopes be kept in another big envelope duly sealed with superscribing **“Tender for Supply of Paper/(OMR) Counting Machine”** and addressed to the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110092. The Tender Form can be purchased from the Syndicate Bank, CBSE Branch, Preet Vihar, Delhi-110301 between 10.00 A.M. to 1.00 P.M. on any working day **from 22-03-2016 to 05-04-2016** on payment of Rs. 1000/- in cash (non-refundable) or can also be downloaded from CBSE website [www.cbse.nic.in](http://www.cbse.nic.in) for which Bank Draft of Rs. 1000/- be enclosed with the Tender Form in favour of Secretary, CBSE payable at Delhi or cash be remitted to the Cashier, CBSE and photocopy of the receipt be enclosed with the Tender Form before its submission. The Terms and Conditions duly signed by the Tenderers and the form complete in all respects along with EMD in the shape of Bank Draft or Bank Guarantee in favour of the Secretary, CBSE, Delhi may be dropped in the Tender Box kept on the ground floor of the CBSE Building **upto 2.30 pm on or before 05-04-2016**.
2. The Tender can also be sent by post or dropped in the Tender Box on the ground floor CBSE Preet Vihar, Delhi **upto 2.30 pm on or before 05-04-2016**.
3. The Tender document are not transferrable.
4. The Tender should be signed, dated sealed and witnessed at all the places provided in the Tender Documents.
5. Chairman, CBSE has the right to reject all or any of the Tender without assigning any reason. The decision of the Chairman shall be final and binding on all matters relating to meaning and interpretation of terms and conditions.
6. Conditional tender will not be accepted.
7. The Tender should contain all technical specifications and other requirements as per the tender specifications.
8. The Tender should be valid for at least three months from the date of opening of the same.
9. Necessary training for the operation of the machine shall have to be provided by the Suppliers free of cost.
10. All scoring eraser, overwriting etc. on the tender should be initialed by the supplier failing which tender are liable to be rejected.
11. Signing of tender – Power of attorney of the authorized signatory duly authorized by a person not below the director/partner/proprietor level of the bidder firm for signing the tender documents shall be required on letterhead.

**CENTRAL BOARD OF SECONDARY EDUCATION****TERMS AND CONDITIONS**

1. The rates should be strictly be in accorded with the specifications and terms specified in the Tender Form. Submission of incomplete Tender or different specifications other than the specifications mentioned in the Tender Form shall not be accepted.
2. The EMD of the Tender is Rs.2,25,000/- (Rupees Two lakhs twenty five thousand only in the form of Bank Draft or Bank Guarantee in the favour of Secretary, CBSE, Delhi from any of the scheduled commercial bank. The EMD shall be refunded on receipt of Performance Security.
3. If the agency fails to supply the Machine in the stipulated given time i.e. within 10 days on issue of supply order than he shall be liable to pay a fine of 1% per day of the quoted cost which will be recovered from the Security Deposit.
4. The successful agency shall have to furnish security deposit equivalent to 10% of the value of the order by way of deposit at call Receipt or Bank Guarantee from Nationalized Bank/Private Banks authorized to do Government transactions ICICI, HDFC valid for warranty period drawn in favour of the Secretary, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi – 92 before releasing 100% payment otherwise 10% cost of the Machine will be kept as security.
5. In case of any breach of the terms and conditions of this contract and supply/installation are not duly completed with the specified time limit, than the security deposit shall be forfeited by CBSE towards liquidated damages and compensations for the said breach.
6. The agency should be able to extend maintenance support to the Machine at least for a period of five years. The agency should have local unit/servicing centre in Delhi/NCR or nearby City who can attend the call on demand within 24 hours. In case agency has tie up with any other agency to carry out the servicing/repairing the documents shall be attached. If the agency does not have any unit or supporting agreement, then affidavit to the effect that the call, Machine will be attended within 3 days.
7. The Tenderer shall submit financial bid of cost of Machine including loading and unloading, installation, transportation, etc. The VAT/CST if any may be shown separately.

**NOTE : Financial bid will be opened only for those suppliers who meet the technical qualification criteria.**

8. The warranty for any manufacturing defect and for satisfactory performance of the Machine as indicated in the specifications should be provided for a period of at least one year from the date of installation and acceptance. The Warranty period shall start after installation and from the date the machines

are tested and found to be satisfactory. The replacement of spare parts shall be provided free of cost during the warranty period.

9. The supply should be made within 10 days after issue of supply order and installations of the same shall have to be completed within 05 days from the date of supply.
10. In the event of failure of the supply the supplier as per terms and conditions, the Board reserves the right to procure supply from any other source at the supplier's risk and expenses. In case of any dispute regarding imposition of penalty, forfeiture of Performance Security on account of violation of terms and conditions, the decision of the Chairman of the Board shall be final and binding upon the tenderer.
11. The successful Tenderer shall have to enter in to an agreement in the prescribed form on a non-judicial Stamp Paper of Rs.100/- along with Performance Security within a week's time from the date of placement of the order and in case of failure to do so, the Chairman of the Board shall have right to cancel the supply order and forfeit the Earnest Money.
12. Any difference in the technical parameters and other specifications shall render the entire order for rejection and supplier shall have to lift it at his own cost on 'as is where basis'. The decision of the Chairman of the Board shall be final and acceptable to the supplier in respect of diminution of price on account of inferior and for damaged material.
13. No advance payment shall be made. 100% payment shall be released upon satisfactory installation and working of the machinery.
14. In case of default on any terms specified and/or in the event of non-fulfillment of the contract or otherwise, the performance security shall be forfeited.
15. Canvassing in any form shall be a disqualification and the Board reserves the right to reject the tender of such party/parties straight away without assigning any reasons.
16. The Tenderer shall sign at a space specified as a token of acceptance of these terms and conditions, which shall be final and legally binding on him in to.
17. The Chairman, CBSE shall have the right to accept a tender in whole or part or rejected it entirely without assigning any reason.
18. In the event of any dispute the decision of the Chairman, CBSE shall be final.
19. Taxes as applicable shall be deducted on all the bills.
20. The rates as quoted by the Tenderer shall remain open for acceptance for a period of 90 days from the date of opening of this Tender.

## 21. ARBITRATION

All disputes between the parties arising out of the contract or in relation there to or regarding the interpretation of any clause thereof for the decision of which no express provision has been made shall be referred to the sole arbitration of the Chairman, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi – 92 or a person nominated by him, in his behalf for a decision and his decision shall be final and binding on the parties.

## ACCEPTANCE OF THE TENDERER

The terms and conditions enumerated in this form from Clause No. 01 to 21 have been read by me/us and are acceptable to me/us.

Signature of the Tenderer  
Seal with complete address

\_\_\_\_\_  
\_\_\_\_\_

Mobile : \_\_\_\_\_

E-mail \_\_\_\_\_

Secretary  
Central Board of Secondary Education  
Shiksha Kendra, 2, Community Centre,  
Preet Vihar, Delhi-110092

I/We hereby agree to all above terms and conditions and agree to Supply of Paper Counting Machine, if awarded as per the rates quoted in the Financial Bid.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

(Signature of Tenderer)

## **ANNEXURE-III**

### **ELIGIBILITY CRITERIA**

#### **DOCUMENTS TO BE SUBMITTED ALONG WITH THE TENDERS**

1. The Tenderer should be manufacturers or their authorized dealers.
2. The Tenderer should be dealing in supply of similar machine for at least 3 years.
3. List of organizations to which such machines have been supplied is to be enclosed.
4. Attested copies of the valid Income Tax and VAT/CST clearance Certificate are to be enclosed with the Tender.
5. The Tenderer shall have to submit catalogues giving full technical details of the machinery. The Party should also provide the manual for operation of the machines.
6. Name and details of the local agency who will attend the compliant in case of requirement.
7. The agency must have Minimum Average Annual Turn Over of Rs.20.00 lakhs or more during the last three years i.e. 2012-13, 2013-14 and 2014-15.



## ANNEXURE – IV

### REQUIREMENT SCHEDULE & SPECIFICATIONS

DESCRIPTION	No. of Machines
<b>Paper/OMR Counting Machine</b>	Three
Technical Specification  1. Counting Technology : Pin & Blade Machine : Floor Standing (Industrial Machine ) 2. Counting Speed: Max. Upto 2,500 PPM 3. Counting speed With tabbing: Max. Upto 2500 PPM 4. Count Cycle time : 3 x 500 sheets in 60 secs 5. Pile height: Max. 220 mm 6. Material weight range : 50- 150 gsm 7. Maximum total count : 999,999 8. Table size for counting paper having size Min size 60 x110 , Max Size : 600 x 400 mm 9. Electrical specification: 230v, 50 Hz , AC ,	

**TENDER FORM**  
**Part 'A' Technical Bid**

**Tender for Supply of Paper/(OMR) Counting Machine"**

(NOTE: Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form.)

**1. PARTICULARS OF TENDERER:**

- (i) Name : \_\_\_\_\_
- (ii) Whether manufacturer/agencies  
Or their authorized dealers supply of  
Machine (proof of documents to  
Be attached : \_\_\_\_\_
- (iii) Registration No. & Year of  
Registration of the firm (with  
Documentary evidence) : \_\_\_\_\_
- (iv) Any other organization with whom  
The agency is registered : \_\_\_\_\_
- (v) Office Address and Telephone Nos. : \_\_\_\_\_
- (vi) Name (s) of the Proprietor/Partners  
Director with Mobile No. : \_\_\_\_\_

**2. PAST EXPERIENCE (Last three supply orders) -** (Attach attested copies of orders of such Machines supplied in last three years and list of organizations whom such machines have been supplied is to closed.

Sl.No	Year	Name of the Organization/ Institutions
1	2013	i)
		ii)
		iii)
2	2014	i)
		ii)
		iii)
3	2015	i)
		ii)
		iii)

2.1 Has the firm ever been debarred/

Black listed by any organization?

If 'Yes' the details thereof.

: \_\_\_\_\_

3. Tendered shall have attached catalogues  
Giving full technical details of the equipment  
And manual for operation of the Machines : \_\_\_\_\_
4. Make/brand of the Machine : \_\_\_\_\_
5. Attested copies of valid Income Tax and  
VAT/CST clearance certificate are to be  
Enclosed : \_\_\_\_\_
6. The manufacturing company/authorized  
Dealer should also submit banking paper  
With their foreign principles if any : \_\_\_\_\_
7. Name and detail of the local agency who will  
Attend the complain in case of requirement : \_\_\_\_\_

**8. FINANCIAL: Annual Turn over (During last 03 financial year)**

(Attach duly audited statements of balance sheets, ITR, Trading A/c, Profit & Loss A/c)

S.No.	Financial Year	Annual Turnover (In lakhs (Rs.))

Availability of Finance/Bank Guarantee : \_\_\_\_\_  
(attach solvency certificate from the Bank)

**9. Particulars of Earnest Money:**

- i) Amount (in Rs.) : \_\_\_\_\_
- ii) B.D./B.G. No. & Date : \_\_\_\_\_
- iii) Name of the Bank : \_\_\_\_\_

**10. Particulars of Tender Fee:**

- i) Amount (in Rs.) : \_\_\_\_\_
- ii) B.D No./Cashier Receipt No. & Date : \_\_\_\_\_
- iii) Name of the Bank & Branch : \_\_\_\_\_

**11.FOR RTGS/NEFT details :**

- i) Bank Name : \_\_\_\_\_
- ii) Nature of Account : \_\_\_\_\_
- iii) Account No. : \_\_\_\_\_
- iv) IFSC Code No.
- v) Beneficiary Name/company Name

The Terms and Conditions of the Tender have been read and understood and are acceptable to me/us.

Signature of the Tenderer\_\_\_\_\_

with Official Seal and Complete

Address\_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

PAN No.\_\_\_\_\_

Place : \_\_\_\_\_

Date:\_\_\_\_\_

## ANNEXURE-VI

### CENTRAL BOARD OF SECONDARY EDUCATION

#### Financial Bid

I/We \_\_\_\_\_ hereby submit Tender for the **Purchase of Paper/OMR Counting Machine** as per Terms and Conditions given in the Tender Form at the rate given below which are inclusive of the cost of all **Taxes, Excise Duty, VAT, CST etc. and transportation/delivery/demonstration/ collection free on road/rail** at any place in **NCR of Delhi:-**

S. No.	Name of the Item	Unit rate per machine (Rs.)
01	Purchase of Paper/OMR Counting Machine as per technical specification at Annexure-IV	

CBSE being educational institution is exempted from paying service tax.

The Terms and Conditions for '**Purchase of Paper/OMR Counting Machine**' given along with the Tender are acceptable to me/us.

Taxes as applicable shall be deducted by the CBSE as per rules.

TIN No./PAN No. \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the  
Tenderer \_\_\_\_\_

Address/ Rubber  
stamp \_\_\_\_\_

Telephone/Mobile  
No. \_\_\_\_\_

**Note:** The Financial Bid should contain the rates only. The rates should be quoted per Paper/OMR Counting Machine in the specimen Tender Form only.